

# Envelope or Package Disposal and Decontamination Checklist

Post this in Office or Building Mail/Distribution Centers

## If a suspicious envelope or package is found:

- If you believe an *unopened* envelope or package may be contaminated:

- If you are not already wearing protective gloves, put them on.
- Place the suspicious item in a plastic bag and seal it.
- Evacuate and cordon off the immediate area and report as noted below (Evacuation of the entire workplace is NOT necessary at this point).
- Isolate the immediate work area so no one disturbs the item.
- Call or have someone else call 9-1-1
  - Tell them what you received, and what you have done with the item.
  - Indicate whether the item contains any visible powder or if powder was released.
- Thoroughly wash your hands with hot water and soap.
- Do not allow anyone to leave the office that might have touched the envelope.
- When emergency responders arrive, they will provide further instructions on what to do.



- If, when opening an envelope or package, and powder or other substance spills:

- Carefully cover the spill with something like an unopened garbage bag, newspaper or garbage can.
- Alert another person and have them:
  - Turn off ventilation systems. (*Make sure that staff know how to do this.*)
  - Call (or have someone else) make the following calls:
    - Tell them what you received, and what you have done with the item.
    - Indicate whether the item contains any visible powder or if powder was released.

Your Organization's Security Office	
Local Police, Fire, Hazmat Team	9-1-1
FBI	W. Washington: 206-622-0460 E. Washington: 509-747-5195
Your Local Emergency Management Agency	

- Evacuate and cordon off the area to isolate the immediate work area so no one disturbs the item.
  - Examine your clothing. If an outer garment is contaminated with the substance, remove it, place it in a plastic garbage bag, and seal the bag.
  - Thoroughly wash your hands, face, and hair with hot water and soap.
  - Do not allow anyone to leave the office that might have touched the envelope.
  - List all persons who may have touched the envelope or package. Include all contact information. Provide the list to emergency responders.
  - When emergency responders arrive:
    - You may be requested to bag your clothes and have them available for testing.
    - They will likely advise you to shower with soap and water as soon as practical.
    - They will probably advise you to seek medical care.
- **Important:**
    - Do not panic.
    - Do not walk around with the letter or shake it.
    - Do not merely discard the letter.

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